

Professional and Managerial Branch
Engineering and Architecture Group
Architect Series

ARCHITECTURAL INTERN

10/01 (REB)

Summary

Under general supervision, perform preliminary architectural duties for portion of public works projects.

Typical Duties

Assist in preparation of architectural documents or drawings. Involves: conducting preliminary studies of proposed projects to obtain information as to space and design requirements, including obtaining measurements and making sketches; preparing construction drawings using computer-aided design and drafting (CADD) systems; integrating structural, mechanical, electrical and landscaping designs in preparation of architectural floor plans; compiling information to write specifications for building materials, installation criteria, or other related details; researching building codes, zoning laws, fire regulations and other ordinances; preparing cost estimates for construction or remodeling projects.

Participate in project coordination, as assigned. Involves: consulting with clients, engineers and construction personnel on status of projects and overseeing changes in plans; identifying and resolving problems or referring to next higher level of management; obtaining required permits or preliminary site assessments; visiting sites to observe construction for compliance with plans.

Perform miscellaneous related professional functions as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties sufficient to maintain continuity of services and similarly substituting for coworkers; maintaining records and preparing reports.

Minimum Qualifications

Training and Experience: Graduation from an accredited college of university with a Bachelor's Degree in Architecture or Architectural Engineering; or and equivalent combination of training and experience.

Knowledge, Skills and Abilities: Good knowledge of: principles and practices of architecture; methods, materials, tools and equipment used in building construction; computer-aided design and drafting (CADD) systems for architecture.

Ability to: read and interpret construction documents; conceptualize and understand spatial relationships; express oneself clearly and concisely, both orally and in writing, to visually communicate ideas in presentations to engineers, contractors and the general public; establish and maintain effective working relationships with fellow employees, officials and the general public.

Skill in: safe use and care of personal computer or network work station, including word processing, database and spreadsheet software programs and computer-aided design and drafting (CADD) systems.

Physical Requirements: Occasionally inspect facilities and work sites which involves moving about uneven terrain, climbing ladders, bending and stooping.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state. Must be enrolled in the Intern Development Program (I.D.P.) of any state board which is a member of the National Council of Architectural Registration Boards (N.C.A.R.B.) by time of appointment. Enrollment must be transferred to Texas Board of Architectural Examiners (T.B.A.E.) within six (6) months of date of hire. Must maintain I.D.P. enrollment during course of employment, or until licensed.

Director of Personnel

Department Head